

Post title	Graduate Process Engineer
Division	Engineering
Reporting to	Engineering Coordinator

Post Definition/Purpose

The role will involve working within the Engineering department at the main site in Brockworth, reporting directly to the Engineering Project Coordinator. You will be liaising closely with other Engineering staff, Project managers and the New Model team. You will be working on various automotive projects, interpreting requirements, managing/organising your own workload in response to customer and business demand. The goal will be to systematically manage all CAD data and the related documentation.

Key Responsibilities

- Reviewing CAD data to ensure it has the relevant info & conforms to G-TEM/supplier standards.
- Booking in 3D/2D CAD data; updating multiple engineering specific documentation accordingly.
- Creating RFQ packs for quotation on any new Project requirements (fixings/adhesives/coatings).
- Preparing FCR documents for submission to customers through PM, based on feasibility studies.
- Ensuring the G-TEM master data document is kept up to date in line with the latest data release.
- Generating and updating shop floor production documentation (check sheets) for multiple plants.
- Submitting data to IMDS and maintaining the submission log (requesting ref codes from suppliers).
- Logging of all engineering standards received from specific suppliers and customers accordingly.
- Submitting packaging proposals on customer portals after desktop & physical studies carried out.
- Requesting cost analysis from our internal Design Team and logging on CTR log if D/Cs approved.
- Reviewing PQCT, FMEA, CSR and control plans as/when required to confirm a process or change.

Skills & Abilities

- Graduate level engineer, with proven IT and strong communication skills.
- Comprehensive experience working with CAD software (CATIA preferred).
- Highly level of accuracy, with a keen eye for detail, even under pressure.
- Flexible in identifying and evaluating workloads, prioritising accordingly.
- Proactive with a clear logical and analytical approach to problem solving.
- Ability to deliver when it comes to specific project targets and deadlines.

Qualifications & Experience

- Experience of working in an engineering environment including automotive or aerospace (desirable)
- Enthusiastic person with the ability to see a task through to completion by good planning.
- Willingness to learn new skills and processes as/when required.
- Ability to communicate with team members/other departments confidently and with integrity.
- Have a hands-on approach with a determination to resolve problems promptly.
- Hold a Full UK driving license

Package

- 25 days holiday (mostly fixed with plant shut downs) + 8 Bank holidays
- 37.5-hour week Monday to Thursday. 8.00am-16.30pm, fri 8.00am – 15.30pm
- Potential for advancement in Company.
- Paid Overtime (up to 1.5 hours compulsory overtime per day depending on business need)
- Work wear provided
- Free parking